

20 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DD/P

SUBJECT: Survey Report of the Personnel Section/WH/Admin.

REFERENCE: Draft, Addressed as above, Same Subject, dated  
2 November 1953.

1. Reference has been carefully studied by this Division and the comments which follow are addressed to the specified citations.

2. An error appears to have occurred in the cable workload estimate (cf: 2.c. (2)) in that the total number for the three month period (June, July, August 1953) would more nearly approximate 62.

3. Physical inaccessibility and undependability (both as to currency and accuracy) of Central Personnel file folders makes this Division most reluctant to give up its abbreviated form of individual personnel file (cf: 5.b.). As an example of the reason for this feeling, WHD would point out that CWH/Admin secured five folders from Central Personnel on 19 November 1953, and discovered serious errors of inclusion and/or omission in three of them. Such experiences over a period of time necessarily produce a feeling that the division must maintain its own records in a usable and dependable form. As for the Forms OF-4b, this Division has only the objection that they force cramped entries which are difficult to read. It is suggested that the Form be revised to provide more room for entries.

4. The description of duties of position number BA-12, GS-9, Personnel Officer (cf: Tab A) do not accurately reflect the actual duties of the position. Although one gains an impression of considerable latitude for independent judgment and of little supervision, the position is in fact an assistantcy. A revised description is attached hereto.

Document No. 9

NO CHANGE IN CLASS. ☐

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-2-

5. If a criticism is implied in citation of the maintenance of Administration station files in the Personnel Section (cf: Tab D, 5.) it should be pointed out that this obviates the need for segregation by staff section of pertinent files, saves file space, and provides a centrally available reference file.



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C/WH

Attachment: 1

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